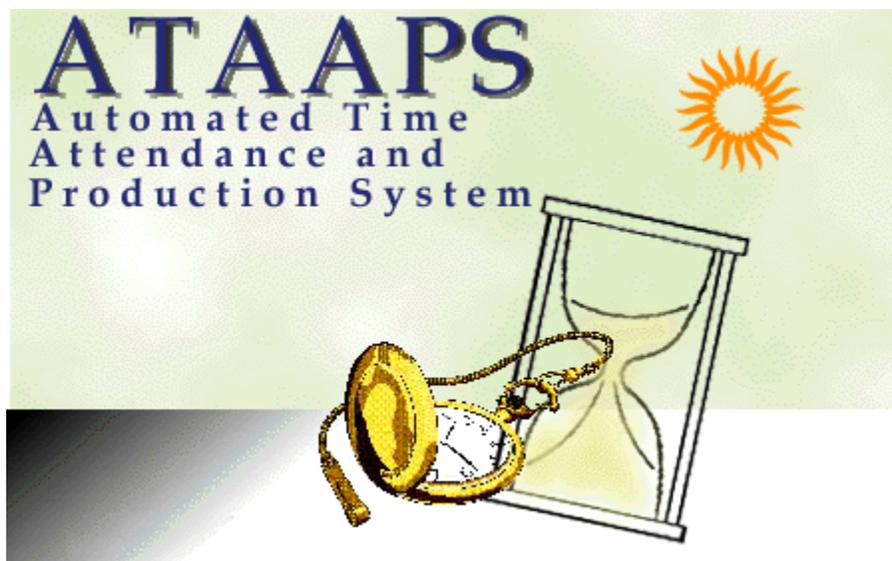


U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide for Web Version 8.1

Prepared By:

Energy Finance and Accounting Service Center

January 2009

Desk Guide for the Web Version of ATAAPS
Labor Input, Certification & Inquiries

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Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

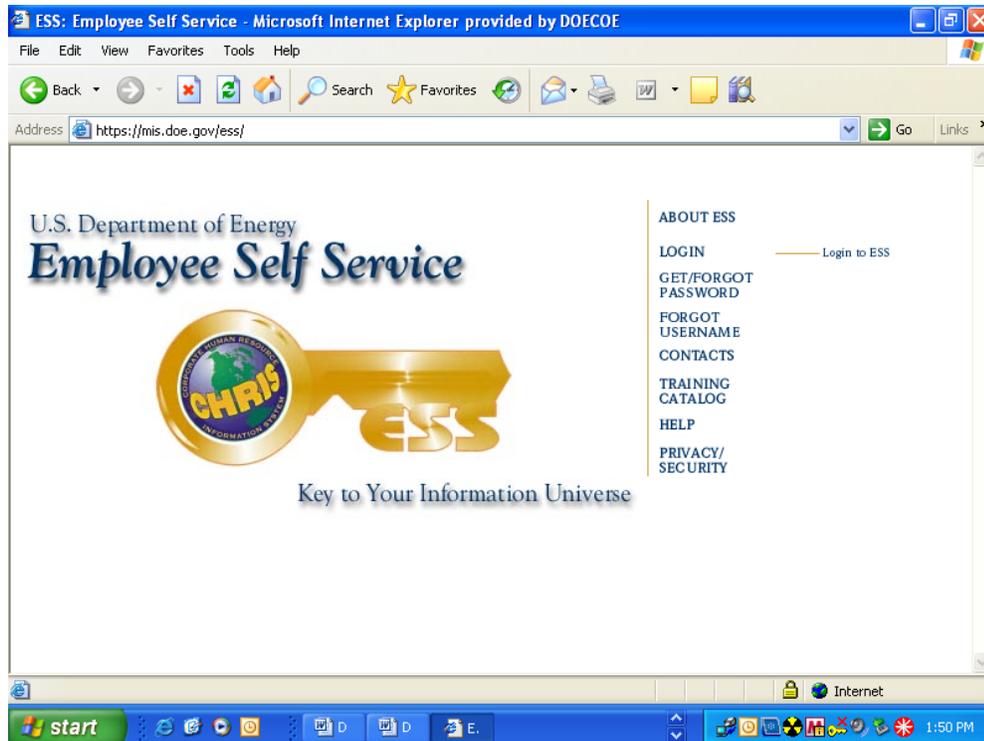
To perform time and attendance responsibilities using the ATAAPS Web version, follow the instructions below:

1. Open browser (Internet Explorer is preferred or Netscape.) NOTE: Browser must be 128 bit encrypted and Internet Explorer version 5.x or Netscape version 4.x or higher.
2. Go to the U.S. Department of Energy's Employee Self Service at the following URL:

<https://mis.doe.gov/ess>

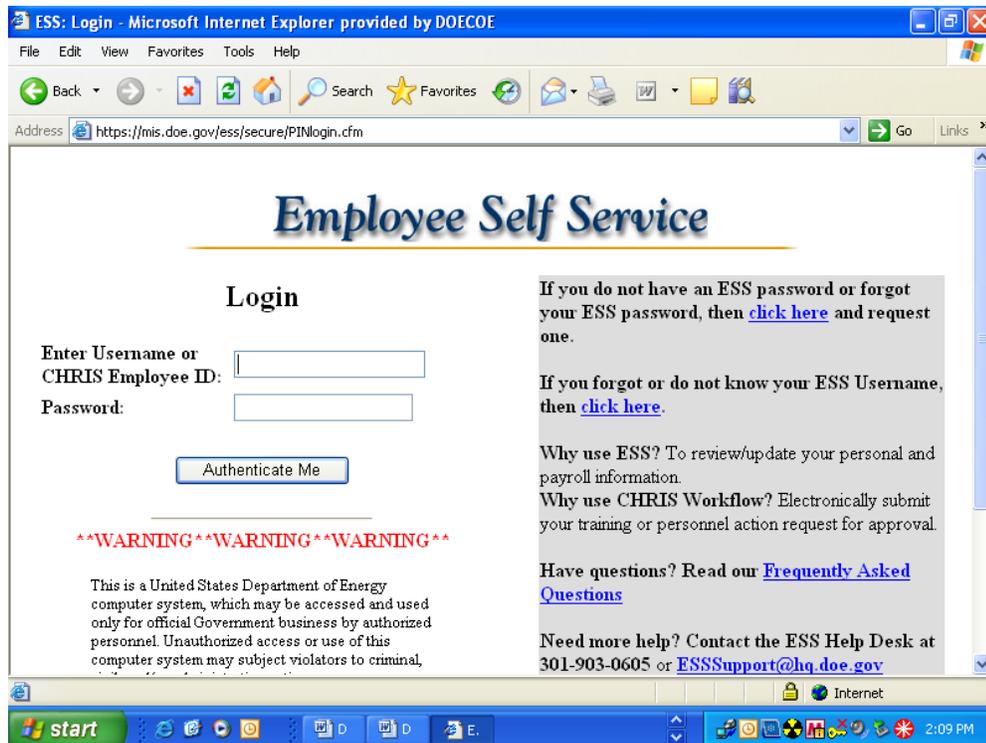
Note: DOE Employee Self Service is available from your home using your local Internet Service Provider anytime, 24-hours a day, Monday through Saturday. The enterprise server database files are taken down for backup purposes each Sunday from 7:45 p.m. until midnight Eastern Time. DOE Employee Self Service will not be available during these backup periods.

The myPay website is usually unavailable each Sunday from approximately midnight until 6:00 a.m. Eastern Time. This outage affects viewing your leave and earnings statements as well as updating payroll functions. ESS will be available as normal during the myPay outage.



3. Click "Login" and the following screen will appear. Enter your User Name or CHRIS Employee ID and Password.

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries



4. Click on “Authenticate Me” and the following screen will appear.



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PASSWORD: To change your password, select the “Change Password” link on the ESS Top Menu or Account Maintenance section:

employee self service Welcome Page | Feedback | Change Password | Change Us emame | FAQ | Links | Phonebook | Logoff

Review Update CHRIS/PeopleSoft Training IDP PMCDP Time/Leave Help

[Text-only menu](#) | [Admin access](#)

Good morning, **PAULETTE CARON**. Today is Thursday, August 21, 2008, 11:04:38 AM EDT.

General Information

ESS Help Desk: 301-903-0605
ESSSupport@hq.doe.gov

Payroll/ATAAPS Help Desk: 301-903-2500, Option 4 (Enterprise Application Support), Option 4 (Payroll Support)
PayrollCSRHelpDesk@hq.doe.gov

Account Maintenance

- [Change Username](#)
- [Change Password](#)
- [Set / Change Security Questions](#)
- [View your ESS transactions](#)
- [LES Reminder Email Opt-Out](#)

[Electronic W-2 Notice and Disclosures](#)

What's New

Voice your opinion and ideas here.

[Submit a Survey](#) • [Make a Suggestion](#)

NEW [07/28/2008 - New Leave Types Available on Leave Request Form](#)

[View all bulletins](#)

Review the Rules of Behavior and Rules for Passwords. To change your password, enter your old and new password in each of the boxes provided and click the Change My Password button.

https://mis.doe.gov - ESS: Change your password - Microsoft Internet Explorer provided by DOECO

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Employee Self Service

Change your password

Current password:

New password: (8 to 20 characters)

Re-enter new password:

A valid password must meet the following requirements:

- 8 to 20 characters in length
- contain at least one number
- must start and end with a letter
- must have the at least one special character (\$ or # only)

Alphabetic characters are NOT case-sensitive (i.e., no differentiation is made between uppercase and lowercase versions of the same character).

Done Internet 6:59 AM

Desk Guide for the Web Version of ATAAPS

Labor Input, Certification & Inquiries

Labor Input: To log into ATAAPS, click on the Time and Attendance (ATAAPS) tab under the Time/Leave tab on the ESS homepage.

employee self service Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff

Review | Update | CHRIS/PeopleSoft | Training | IDP | PMCDP | Time/Leave | Help

[Text-only menu](#) | [Admin access](#)

Good morning, PAULETTE CARON. Today is Thursday, August 21,

General Information

ESS Help Desk: 301-903-0605
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(Enterprise Application Support), Option 4 (Payroll Support)
PayrollCSRHelpDesk@hq.doe.gov

Voice yo

[Submit a S](#)

07/28/200

Time and Attendance (ATAAPS)

Leave Request Processing (SF-71)

- Submit a new leave request
- Review current leave requests
- Delete a leave request
- Certifier leave request processing

Reports

- Verify T&A/Leave
- Employee List by Roster Certifying Official

The Privacy page is then displayed.

Disclaimer

Legal Notice

** For Official Use Only **

WARNING PRIVACY, AND SECURITY NOTICE

This is a Department of Energy computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use.

DOE computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring of Title 5, U.S. Code and Title 31 U.S. Code for the purpose of reporting includes active attacks by authorized DOE entities to test or verify the security of this system. During monitoring, information may be examined, recorded, audited, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored, recorded and audited.

Use of this DOE computer system, authorized or unauthorized, constitutes consent to monitoring, recording and auditing of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring, recording and auditing may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring, recording and auditing for these purposes.

This information is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official Use Only (FOUO).

I agree to the above terms of use.

Click "YES" to continue.

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

The active items in the following screen are available for selection. To enter hours click on "Labor".

ATAAPS Menu			
Timekeeping Labor Labor/Leave Review Timekeeper Review Default Labor	Administration Certification Personnel Management Roster Management Team Management Employee Reopen Database	Accounting Task Job Order Work Center	Utilities Inquiries SDA Defaults/Favorites Maintenance Change UIC - 3C0000

The following is the screen for entering **labor** hours. The pay period can be changed by selecting the drop down menu and clicking PayPeriod or one of the two arrow buttons next to the drop down menu. To enter labor hours click on the Insert Row Button located below the Reported Hours line.

Employee Information

Logged In As: CARON, PAULETTE D UIC: TRAIN0

Team: Paulette's Team << >> Team

Employee: DUCK, DAISY << >> Employee

Begin Pay Period: 2008-Aug-17 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				August														
				17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours				0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DeleteRow		CopyRow		NtDiff/Haz/Oth			InsertRow		Refresh		Summary		Create LU					

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The screen will change to look like the one below. Enter a "Work Center", a "Task", "Job Order" (Optional) and the "Type of Hours".

Employee Information

Logged In As: CARON, PAULETTE D UIC: TRAIN0

Team: Paulette's Team << >> Team

Employee: DUCK, DAISY << >> Employee

Begin Pay Period: 2008-Aug-17 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				August															
				17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/> TRN1																		0.00	
Scheduled Hours				0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00	
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Save		DeleteRow		CopyRow			NtDiff/Haz/Oth		InsertRow		Refresh		Summary		Create LU				

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Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Click on the "Book" icon at the front of the row and the system will show the codes for each of the fields along with the description associated with that code. Select the appropriate values by clicking on one from each group to highlight them. Then click OK.

Clicking the Smiley Face will display a selection of pre-determined Work Center / Task / Job Order combinations. Select the appropriate line and click OK. The Type Hour must be selected from the drop down.

The screen displays as shown below.

Accounting Code Information								
	Work Center	Task	Description	Job Order	Description	Sub Acct Code	User Data	Percentage
<input type="radio"/>	TRN1	123456789	123456789	A25350	A25350			100

Ok Cancel

After the drop-down fields are filled, enter time for that entry. Enter time by typing the number of hours worked: i.e., 8, 9, or 7.45. (NOTE: Whole hours are entered by just entering the number, i.e. a 4 with no decimal. Partial hours are entered as HH.MM ((hours, hours, minutes, minutes)) by using a decimal point not a semi colon. For example: quarter hours are 4.15, 4.30 and 4.45).

Employee Hours																				
				August																
				17	18	19	20	21	22	23	24	25	26	27	28	29	30			
	Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>			TRN1	LEAVETASK	A25350	LS		3.00	2.00	5.00									10.00	
Scheduled Hours					0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00	
Reported to Scheduled Hours					0.00	3.00	2.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth		InsertRow	Refresh	Summary	Create LU												

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Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Click the save button to update the database. If you fail to click the save button before closing the window, the system will not save the entry. Also, a time must be entered for each row created or the system will display a message that "Labor Duration not entered" under the line where no hours have been entered. The system will also alert if the number of hours entered exceed the scheduled hours (regular hours) on any given day by an  above the day where the problem occurs as shown below. ALL errors must be corrected before successfully saving all entries to the database.

Employee Hours																		
Scheduled Hours Exceeded																		
					August	17	18	19	20	21	22	23						
<input type="checkbox"/>			Work Center	Task	Job Order	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
<input type="checkbox"/>			TRN1	LEAVETASK	A25350	LS			3.00	2.00	11							
<input type="checkbox"/>			TRN1	123456789	A25350	OS	4.00											
<input type="checkbox"/>			TRN1	LEAVETASK		LA												
Labor Duration not entered.																		
Scheduled Hours								0.00	10.00	10.00	10.00	10.00	0.00	0.00				
Reported to Scheduled Hours								0.00	3.00	2.00	11.00	0.00	0.00	0.00				
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth			InsertRow	Refresh	Summary	Create LU									

If time is correctly entered, no error messages will display after clicking the save button. The system has saved all entries to the database.

Employee Hours																							
					August	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total			
<input type="checkbox"/>			Work Center	Task	Job Order	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>			TRN1	LEAVETASK	A25350	LS			3.00	2.00	10.00											15.00	
<input type="checkbox"/>			TRN1	123456789	A25350	OS	4.00															4.00	
<input type="checkbox"/>			TRN1	LEAVETASK		LA											4.00					4.00	
Scheduled Hours								0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00	
Reported to Scheduled Hours								0.00	3.00	2.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	19.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth			InsertRow	Refresh	Summary	Create LU														

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To show sick leave as "Family Friendly" or to show regular hours attributed toward "Labor Relations Issues" enter the hours for the day that it applies. Then click "Save" and click on the "NtDiff/Haz/Oth" button located below the row on the screen. The page will change as shown below:

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Employee Hours					August	17	18	19	20	21	22	23	24	25	26
	Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
<input type="checkbox"/>	TRN1	LEAVETASK	A25350	LS		3.00	2.00	10.00							
	Sub Acct			NtDiff											
	User Data			Hz/Oth		Add	Add	Add							
				Remote Site Pay		Add	Add	Add							
<input type="checkbox"/>	TRN1	123456789	A25350	OS	4.00										
	Sub Acct			NtDiff											
	User Data			Hz/Oth	Add										
				Remote Site Pay	Add										
<input type="checkbox"/>	TRN1	LEAVETASK		LA										4.00	
	Sub Acct			NtDiff											
	User Data			Hz/Oth										Add	
				Remote Site Pay										Add	
				Scheduled Hours	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	10.00	
				Reported to Scheduled Hours	0.00	3.00	2.00	10.00	0.00	0.00	0.00	0.00	0.00	4.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU								

Click on "add" below the leave day the entry applies to and the system will display the following screen:

Employee Information

Employee: DUCK, DAISY
Date: 8/18/2008
Job Order: LEAVETASK
OP Code: A25350
Type Hours: Sick

Reason:

DA - Birth of Son/Daughter or Care of Newborn

DB - Adoption or Foster Care

DC - Care for Spouse, Son, Daughter or Parent With Serious Health Condition

DD - Serious Health Condition of Employee

Reason Remove Cancel

August

17	18	19	20	21	22	23	24	25	26	27	28	29	30
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input type="checkbox"/>												

Check all days that this reason applies.

Choose the reason that applies and select the days in which this reason applies, and then click the "Reason" button. The system will return to the labor screen and the proper code under the day(s) you indicated as shown below:

Click on "add" below a premium type hour or regular work day the entry applies to and the system will display the following screen:

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If telework or union reason code is required, click each day that it's to be applied, the proper code and then the Reason button. If hazardous duty applies, then click the proper code and then the Hazard button. The Remove button will cancel a previously posted Reason or Hazard code.

Employee Information

Employee: DUCK, DAISY
Date: 8/18/2008
Job Order: REGTASK03
OP Code: A25350
Type Hours: RegGrd

Reason: BD - Labor Management Relations
BK - Grievance and Appeals
TM - Telework Medical
TS - Telework Ad Hoc/Situational

Hazard: EA - Flying
EB - High Work
ED - Dirty work
EE - Cold Work

Reason Hazard Remove Cancel

August

17	18	19	20	21	22	23	24	25	26	27	28	29	30
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									

Employee Information

Employee: DUCK, DAISY
Date: 8/18/2008
Job Order: REGTASK03
OP Code: A25350
Type Hours: RegGrd

Reason: BD - Labor Management Relations
BK - Grievance and Appeals
TM - Telework Medical
TS - Telework Ad Hoc/Situational

Hazard: EA - Flying
EB - High Work
ED - Dirty work
EE - Cold Work

Reason Hazard Remove Cancel

August

17	18	19	20	21	22	23	24	25	26	27	28	29	30
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>									

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Remote Site Pay														
<input type="checkbox"/>			TRN1	REGTASK03	A25350	RG		7.00	8.00		10.00			
Sub Acct				NtDiff										
User Data				Hz/Oth				TM	TM		TM			
Remote Site Pay								Add	Add		Add			
Scheduled Hours								0.00	10.00	10.00	10.00	10.00	0.00	0.00
Reported to Scheduled Hours								0.00	10.00	10.00	10.00	10.00	0.00	0.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth		InsertRow	Refresh	Summary	Create LU						

Click the "Save" button to post the entry to the database.

The **Sub Acct** and **User Data** are optional elements used at the Agency's discretion. The Timekeepers will be informed of the rules by the local administrator.

Repeat these steps for recording Labor Hours for all employees in your Team.

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Reviewing Your Leave Balance and Concurring Your Time Entered: On the labor window, the employee has a hyperlink, View Leave, to view their leave balances. The balances reflect the last pay period. No edits or validations are performed between the labor input and leave balances. It is there for information purposes only. Only leave codes with data will display. Click the link to view leave.

This screens displays.

Type	Beginning Balance	Earned YTD	Used YTD	Ending Balance
Annual	225.80	126.00	157.75	194.05
Compensatory	0.00	79.75	55.00	24.75
Sick	263.00	84.00	145.00	202.00

In ATAAPS, the Timekeepers do not have view access to any employees. They can view only their own leave balances. The Certifiers do have leave view access for employees in which they certify.

Perform the ‘concur with your time’ function by clicking on the Concur link on the labor window or on the ‘Labor / Leave Review’ on the menu page. The following screen is displayed. To concur, click in the check box to concur. Then click the OK button. The same leave view is as shown above in the Labor window.

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

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Employee Information
 Logged In As: CARON, PAULETTE D UIC: 3C0000
 Begin Pay Period: 2010-Nov-07 << >> PayPeriod
 View Leave

Employee Hours

I CARON, PAULETTE D agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARON, PAULETTE D		80.00	80.00	67.00	13.00	0.00	0.00

Ok Cancel

Labor Details

				November	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
00650	200000958		RG		9.00	9.00	7.00					9.00	8.00	9.00	8.00	8.00		67.00	
00650	200000958		LH					9.00										9.00	
00650	200000958		CF				2.00								1.00			3.00	
00650	200000958		CT										1.00					1.00	

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CERTIFICATION: Selecting the certification link on the menu page performs certification of Time. The following page is then displayed. To change pay periods click the << button to proceed to the prior pay period or the >> button to see the next pay period. Alternatively click the pay period drop down.

Employee Information											
Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	DUCK, DAISY	*** ** 6666	80.00	44.00	25.00	19.00	0.00	4.00	
	<input type="checkbox"/>	<input type="checkbox"/>	DUCK, DONALD	*** ** 5555	64.00	64.00	52.00	12.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	GOOFY, REALLY	*** ** 7777	80.00	80.00	72.00	8.00	0.00	5.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MICKEY	*** ** 2222	80.00	80.00	80.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MINNIE	*** ** 4444	80.00	80.00	44.00	36.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	PLUTO, PAUL	*** ** 8888	80.00	80.00	80.00	0.00	0.00	0.00	

Save Cancel

First, the certifier is to view the labor details for each employee by clicking on the book. To certify an employee's data after reviewing their detail information, click in the Certify check box then click Save. To decertify, uncheck the box. Note: the Certify check box will be grayed out if all employee tour hours have not been reported or if the certification window is not yet open. To access an alternate certification roster, click on the roster dropdown, and then click the roster button.

Employee Information											
Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DUCK, DAISY	*** ** 6666	80.00	80.00	75.00	5.00	0.00	0.00	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DUCK, DONALD	*** ** 5555	64.00	64.00	56.00	8.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	GOOFY, REALLY	*** ** 7777	80.00	64.00	64.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MICKEY	*** ** 2222	80.00	40.00	0.00	40.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MINNIE	*** ** 4444	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	PLUTO, PAUL	*** ** 8888	80.00	0.00	0.00	0.00	0.00	0.00	

Save Cancel

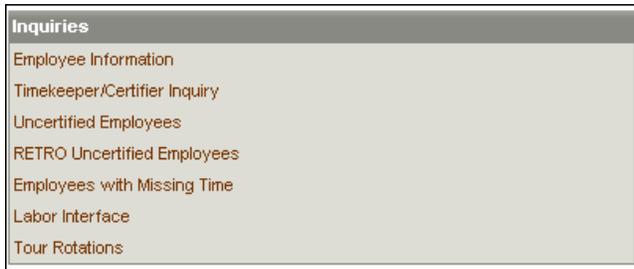
Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Employee Information																		
Roster:			PAULETTE'S ROSTER										UIC: TRAIN0					
Employee:			DUCK, DAISY															
Pay Period:			2008-Aug-03															
Labor Details																		
			August	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
TRN1	LEAVETASK		LS		5.00													5.00
Sub Acct		Hz/Oth			DC													
TRN1	123456789	A25350	RG		5.00													5.00
TRN1	REGTASK03	A25350	RG			10.00	10.00	10.00					10.00	10.00	10.00	10.00		70.00

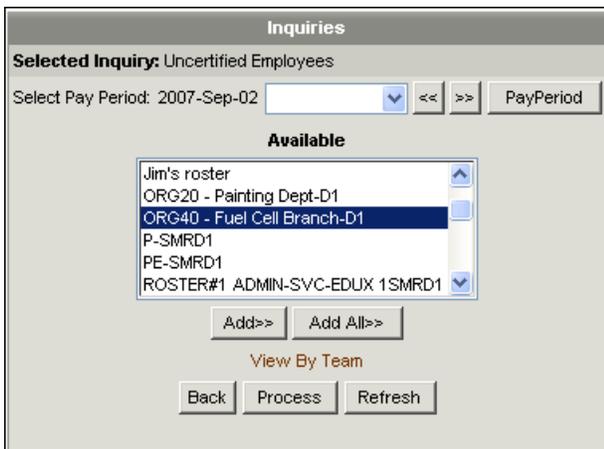
Certifying an employee's timesheet will lock their labor record. The timesheet can be viewed, but not modified. To make a correction, the certifying official must 'de-certify' the timesheet by unchecking the box and saving.

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

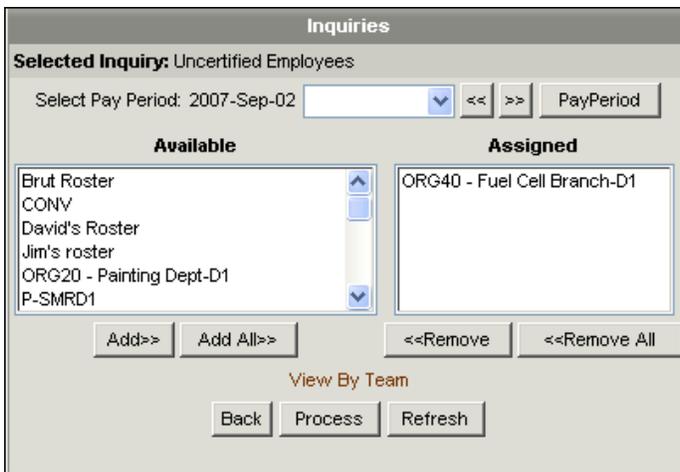
INQUIRIES: Inquiries for Timekeepers and Certifying Officials. Select the Inquiry hyperlink under Utilities and the following screen displays.



Certifying Officials: To verify that all employees have been certified for your primary roster or if acting as alternate, select 'Uncertified Employees' and click Continue.



Select the pay period from the drop down (if other than pay period displayed) or use double arrows to back one pay period or forward one pay period. The available rosters appear in the window. Select one or more rosters and click Add. If more than one Roster is desired, hold down the control key and click each desired roster and click Add.



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Click process. The summary line appears. To get a list of employees, click the Uncertified Time Detail hyperlink.

Uncertified Time Summary Uncertified Time Detail		
Uncertified Time Summary		
Pay Period Begin: 09/02/2007		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	53	ANDERSON-D1-D1, MARVIN
<input type="button" value="New Inquiry"/>		

Uncertified Time Detail				
Pay Period Begin: 09/02/2007				
Name	Roster	Certifying Official	Phone Number	Team
ADAMS-D1-D1, DONALD	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG41 - Fuel Cell Disassemb-D1
ANDERSON-D1-D1, MARVIN	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
AWVS2, A	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG400 - TEAM FOR 6 POS WVC
BLACK, RIO	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG400 - TEAM FOR 6 POS WVC
BROWN-D1-D1, SYLVIA	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG41 - Fuel Cell Disassemb-D1
BURRIS-D1-D1, KELLY	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
CARR-D1-D1, JAMES	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG40 - Fuel Cell Branch-D1
CHAPMAN-D1-D1, DIANA	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
CLOSE, RPC	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG20 - Painting Dept-D1
DANIELS-D1-D1, STACEY	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG44 - Fuel Cell Reassembl-D1
DATE, OPEN	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG40 - Fuel Cell Branch-D1
DELETE-D1-D1, WILLIE	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		Moving Team E-D1

If retro transactions have been made for a prior pay period, the timekeeper and certifier will be alerted when logging on to the system:

ATAAPS Menu			
Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Task	Inquiries
Labor/Leave Review	Personnel Management	Job Order	SDA
Timekeeper Review	Roster Management	vWork Center	Defaults/Favorites Maintenance
Default Labor	Team Management		Change LIC - TRAIN0
	Employee Reopen		
	Database		

Retroactive Pay Periods
Retro Timekeeper Review
Retro Certification

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Clicking on the hyperlink will display the teams or rosters that have retro transactions.

Retroactive Pay Periods		
Delete	Team Description	Begin Date
	Paulette's Team	2008-Aug-03

Retroactive Pay Periods		
Delete	Roster Description	Begin Date
	Paulette's Roster	2008-Aug-03

Click on the team or roster description to display.
Retro Transactions can be viewed thru the Inquiry module.

To verify certification for employee with changes to prior pay periods, check the Retro Uncertified Employees and click continue.

Inquiries
Employee Information
Timekeeper/Certifier Inquiry
Uncertified Employees
RETRO Uncertified Employees
Employees with Missing Time
Labor Interface
Tour Rotations

The window displays only those Rosters that contain Retro transactions.

Select one or more rosters and click Add.

Inquiries		
Selected Inquiry: RETRO Uncertified Employees		
Available		
ORG40 - Fuel Cell Branch-D1 PE-SMRD1		
<input type="button" value="Add>>"/>	<input type="button" value="Add All>>"/>	
View By Team		
<input type="button" value="Back"/>	<input type="button" value="Process"/>	<input type="button" value="Refresh"/>

Click Process. The screen displays each pay period for which there are retro transactions.

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

[RETRO Uncertified Time Summary](#) [RETRO Uncertified Time Detail](#)

RETRO Uncertified Time Summary		
Pay Period Begin: 09/02/2007		
Roster	Number of Uncertified Employees	Certifying Official
ORG40 - Fuel Cell Branch-D1	1	ANDERSON-D1-D1, MARVIN

Click the RETRO Uncertified Time Detail to view employee(s).

[RETRO Uncertified Time Summary](#) [RETRO Uncertified Time Detail](#)

RETRO Uncertified Time Detail				
Pay Period Begin: 09/02/2007				
Name	Roster	Certifying Official	Phone Number	Team
BROWN-D1-D1, SYLVIA	ORG40 - Fuel Cell Branch-D1	ANDERSON-D1-D1, MARVIN		ORG41 - Fuel Cell Disassemb-D1

Timekeepers: To view employees for your primary team or teams for which you are an alternate, select Employees with Missing Time and click Continue.

Inquiries
Employee Information
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Uncertified Employees
RETRO Uncertified Employees
Employees with Missing Time
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Tour Rotations

The default is to the current pay period / current system date. Click the calendar icon to select any day within the current pay period. If this setting is used, employees with fixed tours are selected. To include employees with variable tours, use Select Pay Period and calendar icon. In the Available box select the team to be viewed. If more than one team is desired, hold down the control key and click each desired team. Then click the Add button.

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Select Pay Period and multiple teams were selected. Click Process after verifying selection.

The summary screen shows each team and number of missing employees. Click the hyperlink under the team name to view just that team's employees or click Missing Time Details to view all teams and employees.

Missing Time Summary [Missing Time Detail](#)

Missing Time Summary	
Team	Number of Employees With Missing Time
ORG40 - Fuel Cell Branch-D1	5
ORG41 - Fuel Cell Disassemb-D1	1

[New Inquiry](#)

ORG40 with a fixed and variable tour employee is shown below.

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Missing Time Summary Missing Time Detail

Missing Time Details				
Employee	Number of Missing Hours	Tour of Duty	Team	Date of Missing Time
DATE, OPEN	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/07/2007
DATE, OPEN	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/12/2007
FIGHTER, FIRE	24.00	24.00	ORG40 - Fuel Cell Branch-D1	09/12/2007
ROSTERERR, TEST	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/03/2007
SAUFLEY, BOB	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/03/2007
TEAMS, MOVE	8.00	8.00	ORG40 - Fuel Cell Branch-D1	09/06/2007

New Inquiry

Click Missing Time Summary to view another team. Click New Inquiry at bottom of screen to start a new query.

To quickly find the status of an employee within the UIC, click on Employee Information.

Inquiries
Employee Information
Timekeeper/Certifier Inquiry
Uncertified Employees
RETRO Uncertified Employees
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Type in entire or partial last name or first name. The entire SSN maybe entered.

Employee Search	
Last Name	<input type="text" value="Smi"/> <input type="checkbox"/> Exact Match
First Name	<input type="text"/>
SSN	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="New Inquiry"/>

Click Search

Desk Guide for the Web Version of ATAAPS Labor Input, Certification & Inquiries

Employee List					
Select	Last Name	First Name	SSN	Team	Roster
	SMITH-D1	ADMIRAL	*** ** 5656	DBMS-TEAMD71-U1	ROSTRD71-D1
	SMITH-D1-D1	LINDA	*** ** 4445	ORG43 - Fuel Cell Final Tes-D1	ORG40 - Fuel Cell Branch-D1
	SMITH-D1-D1	LINDA	*** ** 4444	ORG43 - Fuel Cell Final Tes-D1	ORG40 - Fuel Cell Branch-D1
	SMITH-D2-D2-D2-D2-D2	ANN	*** ** 3333	WCD30-openteamEDUCATION DBMSD2	ROSTER#1 OPEN ADM-SVC-EDUDBMSD2
	SMITH-D2-S2-S2-S2-S2	ANN	*** ** 3334	WCS30-teamEDUCATION 2SMRD2	ROSTER#1 ADMIN-SVC-EDUX 2SMRD2
	SMITH-D3	LINDA	*** ** 4444	ORG43 - Fuel Cell Final Tes-D3	ORG43 - Fuel Cell Branch-D3
	SMITH-D3	LINDA	*** ** 4445	ORG43 - Fuel Cell Final Tes-D3	ORG43 - Fuel Cell Branch-D3
	SMITH-D4-D4-D4-D4-D4	ANN	*** ** 3333	WCD30-teamEDUCATIONABCD DBMSD4	AAS ROSTER#1 ADMIN-SVC-EDUX-D4
	SMITH-L4-L4-L4-L4-L4	ANN	*** ** 3334	052C LMP	ROSTER#1 ADMIN-SVC-EDUX 4LMP04
	SMITH-S1	ADMIRAL	*** ** 5657	SOMARDS-TEAMS71-U1	SOMARDS-ROSTRDS1-U1

Click on the hand under Select to open the employee's information.
Team and Roster are both links which display timekeepers and certifiers for that team and roster.

Employee Properties				
First Name:	ADMIRAL	Last Name:	SMITH-D1	
User Id:	admsmithd1	SSN:	*** ** 5656	
Phone Nbr:		SDA Id:	N/A	
Open Date:	04/01/2001	Close Date:		
Default Labor:	<input checked="" type="checkbox"/>	Premium Type Hours:	<input checked="" type="checkbox"/>	
Hazard Available:	<input checked="" type="checkbox"/>	Favorites Required:	<input type="checkbox"/>	
Retro Labor:	<input type="checkbox"/>			

Employee Settings				
	Description	Open Date	Close Date	UIC/Other
Team	DBMS-TEAMD71-U1	04/01/2001		DBMSD1
Roster	ROSTRD71-D1	04/01/2001		DBMSD1
Type:	Military - US Navy	04/01/2001		Graded
Status:	ACTIVE	04/01/2001		
Work Schedule:	PART-TIME	11/27/2005		
Temp Position:	None	04/01/2001		

To view teams and roster by tree diagram, click Timekeeper/Certifier Inquiry.

Inquiries
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Timekeeper/Certifier Inquiry

New Inquiry

Teams and Rosters

- + Teams
- + Rosters

Go to the top

To expand each level, click on the + sign.

Teams and Rosters

- Teams
 - + Open Teams
 - + Closed Teams
- + Rosters

Continue clicking on the + sign until desired level is reached.

Teams and Rosters

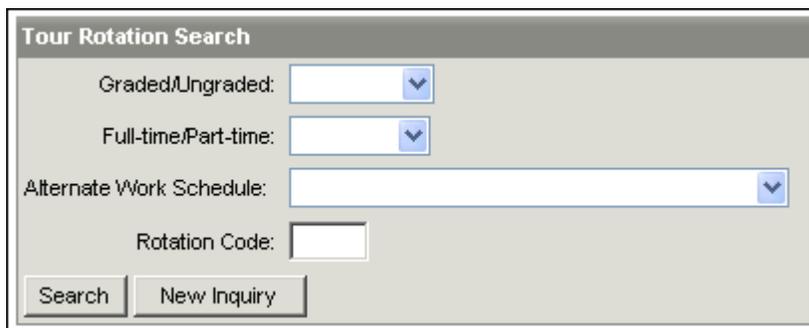
- Teams
 - Open Teams
 - + 043 AAS TEAM1 UIC DBMSD8 . . . TEAMD71-D1
 - TEAMD71-D2 . . . WAPA 6 TEAM 1
 - TEAMD71-D2
 - Timekeepers
 - ADMINISTRATOR-D2, DATABASE
 - MEACHAM-D1-D1, VERA . . . Phone: 456-1122
 - MEACHAM-D2, VERA . . . Phone: 456-1122
 - + TEAMD72-D1
 - + TEAMD72-D2

Teams and Rosters

- + Teams
- Rosters
 - Open Rosters
 - + 04-30 AAS UIC-WDE ROSTER
 - AAS ROSTER#1 ADMIN-SVC-EDUX-D1
 - Certifiers
 - SSSSXXXXXXXXXXXX-D1, AAA AAAAAAXXXXXXXXXX (Primary) . . . Phone: 333003333
 - RAYMON-D1-D1, FREDRICK
 - + AAS ROSTER#1 ADMIN-SVC-EDUX-D2
 - + AAS ROSTER#1 ADMIN-SVC-EDUX-D3

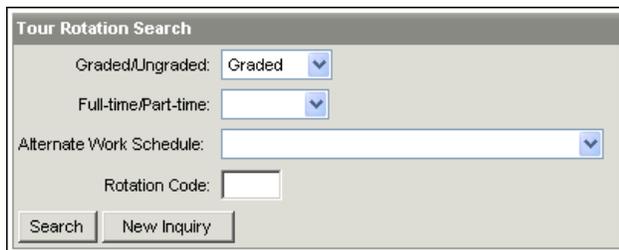
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If an employee is on a Rotating Tour, such as a Fire Fighter or Guard, you can view the Rotating Tour Codes by clicking Tour Rotations.



A screenshot of the 'Tour Rotation Search' form. The form has a title bar 'Tour Rotation Search' and contains the following fields and controls: 'Graded/Ungraded:' with a dropdown menu, 'Full-time/Part-time:' with a dropdown menu, 'Alternate Work Schedule:' with a dropdown menu, and 'Rotation Code:' with a text input field. At the bottom of the form are two buttons: 'Search' and 'New Inquiry'.

At least one variable must be selected to retrieve the codes.



A screenshot of the 'Tour Rotation Search' form, similar to the previous one, but with the 'Graded/Ungraded:' dropdown menu set to 'Graded'. The other fields and buttons remain the same.

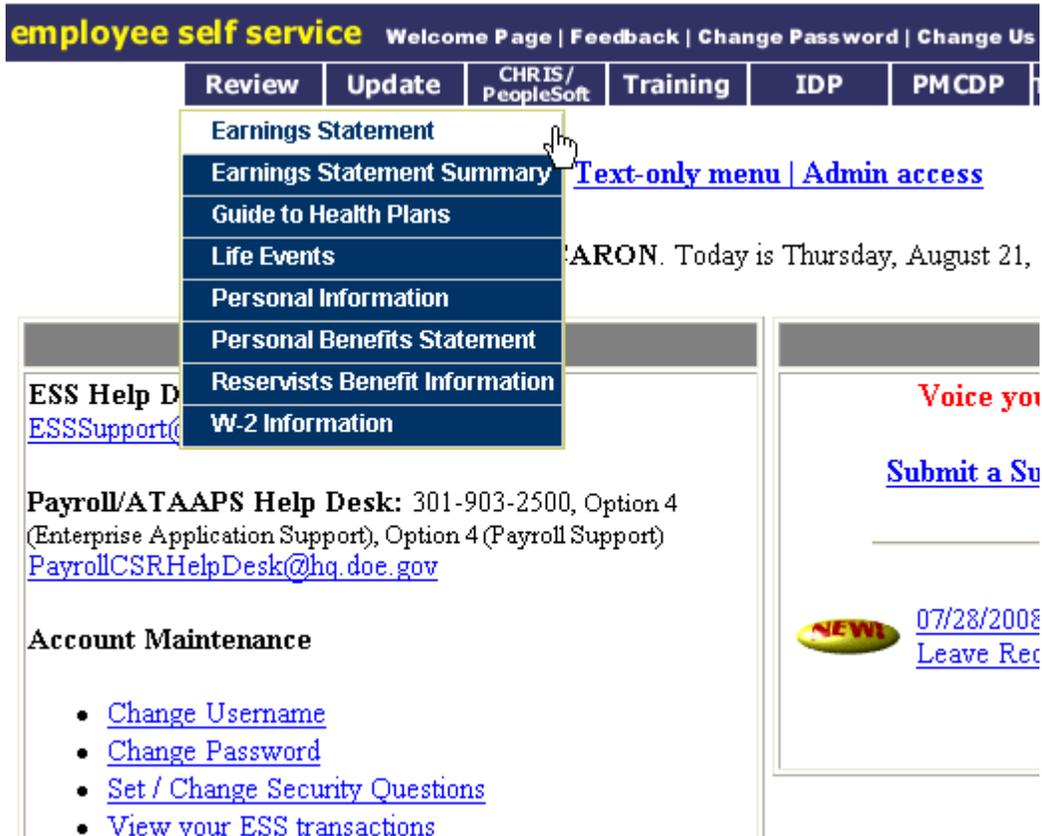
The four digit Tour Rotation Code represents the Rotation Code and the pay period sequence. If the rotation is not in the list, contact your super user with the information. The Super User will need to add the pay period rotations to the database. They will notify you after it's been added. This is further discussed in Personnel Management, Permanent Tour.

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Tour Rotation List																			
Tour Rotation Code	Graded/Ungraded	Full-time/Part-time	Alternate Work Schedule	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sunday Premium	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sunday Premium
AA01	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)		10.00	10.00	10.00	10.00			No		10.00	10.00	10.00	10.00			No
Night Diff:					6.00	6.00	6.00	6.00											
AA02	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)		8.00	8.00	8.00	8.00	8.00		No		8.00	8.00	8.00	8.00	8.00		No
Night Diff:																			
AA03	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)	8.00	8.00	8.00	8.00	8.00			No	8.00	8.00	8.00	8.00	8.00			No
Night Diff:																			
AA04	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)			8.00	8.00	8.00	8.00	8.00	Yes			8.00	8.00	8.00	8.00	8.00	Yes
Night Diff:										6.00								6.00	
LM01	Graded	Part-time	2 - Gliding(5 days wk; 8 hrs)		4.00	4.00	4.00	4.00	4.00		No		4.00	4.00	4.00	4.00	4.00		No
Night Diff:																			
LM02	Graded	Part-time	2 - Gliding(5 days wk; 8 hrs)			4.00	4.00	4.00	4.00	4.00	Yes			4.00	4.00	4.00	4.00	4.00	Yes
Night Diff:								4.00	4.00	4.00								4.00	

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Accessing Your Leave and Earnings Statement (LES): To access your LES, select the “Earnings Statement” under the Review tab on the ESS Menu:



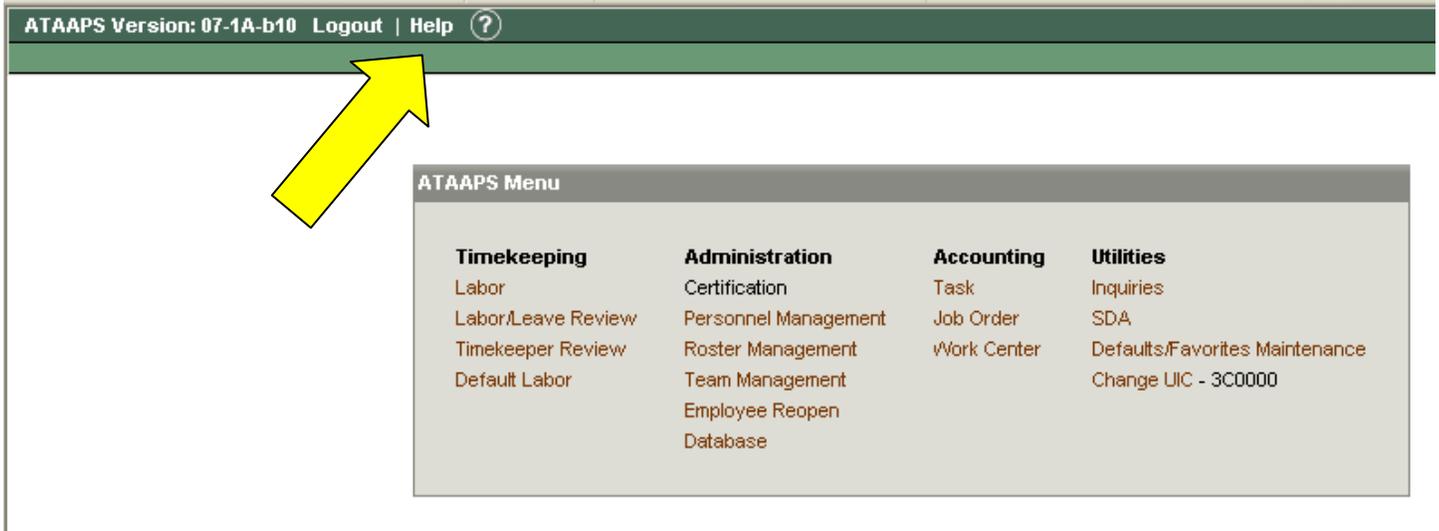
The screenshot shows the 'employee self service' header with navigation links: Welcome Page | Feedback | Change Password | Change Us. Below this is a 'Review' tab menu with options: Update, CHRIS/PeopleSoft, Training, IDP, and PMCDP. A dropdown menu is open under 'Review', listing: Earnings Statement, Earnings Statement Summary (with links for Text-only menu | Admin access), Guide to Health Plans, Life Events, Personal Information, Personal Benefits Statement, Reservists Benefit Information, and W-2 Information. A mouse cursor points to 'Earnings Statement'. The main content area includes an 'ESS Help Desk' section with contact information for Payroll/ATAAPS Help Desk, an 'Account Maintenance' section with links for Change Username, Change Password, Set / Change Security Questions, and View your ESS transactions. A 'Voice your' section and a 'Submit a Su' link are also visible. A 'NEW!' badge and a date '07/28/2008' are present near a 'Leave Rec' link.

Note: This is a direct link to DFAS MyPay to access your LES.

Employees will be able to view/save/print their Leave and Earnings Statements.

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Help: For detailed help on any ATAAPS web page, click on the Help link. This will open an additional copy of the web browser with many informative help pages and links.



Payroll/ATAAPS Help Desk: You may call 301-903-2500, Option 4 (Enterprise Application Support), Option 4 (Payroll Support). Or send an email message to: PayrollCSRHelpDesk@hq.doe.gov.